

Pre-Program Questionnaire

Organization:

Program Date:

Client Name:

Title:

Email:

Company Website:

1. Type of event and specific purpose:

2. Do you have a theme for the meeting?

3. What are 3-5 professional challenges facing the individuals in the audience?

4. Are there any difficulties currently being faced by your industry?

5. Describe the most significant changes this group has experienced during the last twelve months.

6. What are some of the accomplishments this audience has attained (Personal production awards/Industry rewards)?

7. Please provide a general description of the audience.

8. What is the total number of attendees?

9. What is the ratio of male to female and the average age?

10. % of Male:

11. % of Female:

12. What takes place immediately before and after my program (meal, break, another session/speaker)?

Before:

After:

13. What dates/times will the conference begin and end?

Begin:

End:

14. My presentation will

Begin at:

End at:

15. Who will be introducing me? (Introduction is supplied)

Name:

Title:

16. Meeting Location:

Address:

Phone Number:

Distance from the airport